

Bilpam Road  
Opposite Tongpiny Cemetery  
Juba, South Sudan

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APPROVE  
Sudan



Justice for Children  
Organization  
**(J4CO)**  
Fighting For The Rights Of Children™



24/9

Date: 24<sup>th</sup>/09/2021

**Vacancies Announcement with J4CO:**



**Position:** Finance & Administration manager

**Report to:** Executive Director

**Location:** 100% in Juba with frequent field visits to Unity State, Mayom County.

**Term:** Full time 10 months contract (renewable based on performance and funding)

**Starting Date:** as soon as possible

**Background**

**Justice for Children Organization** is registered a national non-governmental, non-partisan and non-profit making organization founded in 2016 and registered with Relief and Rehabilitation commission. Its core principles is to deliver services to communities in South Sudan. Our operations is base in Unity State, Leer County, Mayendit County and Koch County supporting Education programs in partnership with UNICEF. J4CO is carrying out SSHF funded project in Mayom county of Unity state in partnership with UNOCHA.

**J4CO is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the position of Finance & Administration Manager to Base in juba.**

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## **Overall objective/Job Summary of Finance & Administration Manager**

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The Finance and Administration Manager (FA Manager) is responsible for operation controls in finance and administration in J4CO. The FA manager is responsible for the smooth and efficient functioning of the organization's operational systems, ensures that organizational processes are efficient and effective and guarantees proper management of overall finance and administration matters. The FA manager is responsible for month end closure, donor management, financial reporting, development of budgets and controls. He/She will ensure that all relevant donor compliance and finance Policy requirements are adhered to. The FA Manager will coordinate cost saving measures ensuring services for operations as much as possible and keep the overhead costs to the minimum. The ideal applicant must be process-oriented and possess demonstrated financial management skills. The applicant also needs to demonstrate a capacity for taking and implementing decisions which apply to staff outside his/her team.

### **Key Roles and Responsibilities of Finance & Admin. Manager**

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**The following are the specific roles and responsibilities of Finance and administration Manager.**

- Uphold the mission, vision and values of Justice for Children Organization (**J4CO**)
- To adhere the rules and regulations, procedure and policies of **J4CO**
- Review of payment /journals vouchers for completeness and ensure they are in line with **J4CO** procedures controls and aligned with Donor requirements.
- Monitoring of project budgets and support program team with monthly updates of project line item budgets.
- Conduct bi-annual physical assets verification in conjunction with Logistics Officer.
- Responsible with real time payments /journal vouchers to facilitate accurate and smooth Donor reporting at the end of the month.



- Attending meetings and workshops when required on matters pertaining to efficient financial management.
- Ensuring timely update of accounting transactions in accounting system and maintain accurate expenditure grant transaction list.
- Preparation and coordination of financial monthly, quarterly closings and reports
- Preparing a monthly Financial report for sharing with the Management
- Coordination of annual financial statements
- Quality control purchase requests, invoices and reimbursements
- Overseeing all payments and doing daily payments
- Support team with financial donor reports, invoices and payment requests
- Carry out bank reconciliations and bank statement when required.
- Supervise payroll and tax preparations
- Coordinating new contracts, amendments to existing ones (including interns, consultants)
- Coordination of matters related to absentees, sick/leave registration etc
- Overall with logistics officer for logistical and operational processes including: Legal and insurance obligations.
- Occupational health and safety of staff
- Prepare bimonthly cash and quarterly cash forecasts.
- Conduct petty cash counts.
- Continuous monitoring of internal control processes and procedures .Ensure adherence to financial controls, processes and Donor procedures.
- Review of project, expenditure verification, and ensure all payments effected have adequately funded budget and are properly approved by The Executive Director.
- Work hand in hand with HR officer to ensure tax compliance and monthly clearance of tax in according with the Labour law of South Sudan.
- Ensure all transactions are in accordance with South Sudan tax laws.
- Identify and report potential risks through the J4CO risks management process and implement controls.



- Ensures correctness of monthly payroll and pay sheets in collaborations with the HR officer.
- Manages staff and act as the head of all support units of J4CO.
- Participate in annual planning and budgeting process by completing tasks which may be assigned by the Executive Director.
- Support in development of financial proposals
- Responsible with responding to grants audit requests timeously and retrieving support documents.
- Financial project management (administration, monitoring and evaluation)
- Be aware of and adhere to the provisions of **J4CO PSEA** policy.
- Report and respond to safeguarding and **SEA** concerns and breaches in line with the applicable procedures of **J4CO**
- Maintains confidentiality of safeguarding **PSEA** concerns reported.
- Never participate in any form of **SEA**.
- And must adhere to any other office related functions other than above mentioned tasks above.



### 3.0 Minimum Required Qualifications

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#### Skills and Attitudes:

- Demonstrated experience in managing and maintaining full financial accountability of an organization with experience in bookkeeping and computerized accounting software
- Proven ability to plan ahead and manage multiple tasks with a professional and flexible attitude and approach.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Personal qualities of integrity, credibility, and dedication to the mission of the J4CO organization.
- Competent in use of Microsoft applications especially Excel and Word

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- Good writing, speaking, understanding skills
- Fluency in written and spoken English. (Arabic as an added advantage)
- Ability to work independently under pressure and meet planned deadline
- An analytical approach to work.
- Excellent Problem-solving skills and initiative.
- Negotiation skills and the ability to influence others.
- Strong attention to detail and an investigative nature
- Identify him/herself with the mission, vision and values of J4CO



#### Education

- Minimum of a university Bachelor's Degree in Finance, Accounting or CPA.
- Masters in Accounting, Finance, or related field is an added advantage.
- At least 3-5 years' Experience in the similar role in an INGO, NNGO or any recognized financial institution with a proven financial grants management experience. Ideally 4+ years of broad financial and operations management experience.
- Excellent knowledge of grants management.

#### 4.0 How to apply:

Those who meet the requirements please submit a one-page cover letter and an updated CV (No more than 4 pages) with details of your qualifications and work experience including three professional references to email: [justicechildren16@gmail.com](mailto:justicechildren16@gmail.com) or to HR/Administration office Justice for Children Organization, Juba Office along Bilpam, not later than **13<sup>th</sup>/10/2021**.

All offers of employment are made contingent upon the successful completion of all applicable background checks.

Due to urgency of the position, applications will be review as they are being received and only shortlisted candidates shall be contacted.

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**J4CO is an equal opportunity employer and does not discriminate candidate's base on their Religious beliefs, ethnicity, ancestry or gender. Qualify Female candidate is strongly encouraged to apply. Only shortlisted candidates shall be contacted, all documents summited will not be returned and are subject to authenticity and background checks. Only send photocopies.**

